



KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2014 05

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: March 21, 2014

RE: Request for Public Comment on WIC State Plan (Policy and Procedure Manual)
PPM Revision – Policy PRI 01.01.00 Civil Rights Public Notification
PPM Revision – Policy PRI 01.02.00 Civil Rights Complaints
PPM Revision – Policy PRI 02.00.00 Program Abuse and Sanctions
PPM Revision – Policy: PRI 03.01.00 Fair Hearing Request & Procedures
PPM Revision – Policy PRI 04.00.00 Confidentiality of WIC Program
Information

Request for Public Comment on WIC State Plan (Policy and Procedure Manual)

Federal regulations require that the public be given an opportunity to provide comments on the administration of the WIC Program annually. These comments are taken into consideration before the annual State Plan is submitted to USDA. [Click here for the Request for Public Comment poster in English or Spanish.](#)

ACTION REQUIRED: Please post the attached signs in your clinic area between now and June 30, 2014. Refer any questions to the State WIC Office.

PPM Revision: PRI 01.01.00 – Civil Rights Public Notification

The nondiscrimination statement has been updated to reflect the USDA requirements. This statement has changed significantly. This statement is reflected on many materials that are given to WIC clients and applicants, including termination and suspension letters. To view the revised nondiscrimination statement please go to [Policy PRI 01.01.00](#). The policy is effective immediately.

ACTION REQUIRED: Please have all staff review the policy.

PPM Revision: PRI 01.02.00 – Civil Rights Complaints

The procedure for receiving and processing civil rights complaints has been updated. The Kansas form used to record CR complaints has been discontinued. The Kansas WIC Program will now use the discrimination complaint form provided online by the [United State Department of Agriculture \(USDA\) Office of the Assistant Secretary for Civil Rights](#). A link to this form is provided within the CR Complaints Policy, as well as, on the Forms/Administrative Materials page.

ACTION REQUIRED: Please have all staff review the policy. Discard any old forms.

PPM Revision: PRI 03.01.00 – Fair Hearing Request & Procedures

The client and applicant procedure for requesting a Fair Hearing has been updated. A client or applicant has the right to appeal a hearing official's decision when the results favor the LA. The client or applicant may submit an appeal in accordance with the provisions of the Kansas Administrative Hearings Office. The procedure for filing a State Agency appeal has been added. Information pertaining to filing a SA appeal can be found in the procedures section of [Policy PRI 03.01.00](#). The policy is effective immediately.

ACTION REQUIRED: Please have all staff review the policy.

PPM Revision – Policy PRI 02.00.00 Program Abuse and Sanctions and PRI 04.00.00 Confidentiality of WIC Program Information

These policies have been updated to reflect the change in nondiscrimination statement.

ACTION REQUIRED: Please have all staff review both policies.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Attachments: Request for Public Comment (English and Spanish)

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March 20, 2014

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